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Training 4

16 December 1954

MEMORANDUM FOR: Training Officer, Logistics Office

SUBJECT : Delinquent Training Reports

1. I have been advised by the Office of Training that there are outstanding from your office training reports for the individuals named below and covering an evaluation of the training they received at the external activity opposite their names and for the period indicated:

[Redacted]

-

[Redacted]

25X1A9a
25X1A5a1

[Redacted]

-

25X1A9a

2. In view of the fact that one of the requirements of the Office of Training in approving external training of this sort is that at the completion of the course the individual will submit an evaluation of instruction he has received, I would greatly appreciate it if you would take steps to assure compliance with this requirement for the individuals cited.

3. In addition, it would be appreciated if the training requests for external or internal Agency training were sent with appropriate approval from your office to the undersigned for authentication prior to submission to the Office of Training. In this way we can maintain a closer check on the amount and kind of training being utilized in the Deputy Director (Administration) organization, and prevent recurrences of this particular difficulty.

4. Please note that each individual should complete the attached forms in triplicate and return them to me as early as possible, and I will see that they are dispatched to the Office of Training.

Document No. _____
No Change in Class. ☐
☐ Declassified
Class. Changed To: TS S O
Auth.: HR 74-2
Date: _____
By: _____

SIGNED

[Redacted]
Special Assistant to the
Deputy Director (Administration)

25X1A9a

Attachments

SA-DD/A:JAC:mrp (16 December 1954)

Distributions:

Orig & 1 cc to addressee

1 - [Redacted] - OTR

1 - DD/A Chrono

1 - DD/A Subject

1 - J.A.C.

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